



Development Associate- Special Events

Houston Christian High School (HCHS) is accepting applications for the position of **Development Associate for Special Events**. The Special Events Development Associate plans and executes events to ensure smooth functioning from inception to completion, with the goal of building community, showcasing the school, and raising essential funds for HC's programs and students and is responsible to build meaningful and long-lasting relationships with parent volunteers and the whole HC parent and grandparent community, aiming to create an HC experience that involves community, fellowship and an opportunity to give back to their students' school in a meaningful way.

This is a full-time, 12 month, exempt position. The Development Associate works in collaboration with the Development team members and the Communications/Marketing and Admissions Departments and reports to the Director of Development.

REQUIREMENTS:

- Bachelor's Degree required
- 3-5 years of proven track record in event and project management.
- Communicates comfortably with school representatives, parents, students, alumni, and representatives from the business community
- Self-starting and able to multitask.
- Can work independently and collaboratively
- Superior verbal and written communication skills and interpersonal skills.
- Excellent presentation and editing skills.
- Ability to think strategically and proven problem-solving skills.
- Ability to operate a personal computer, proven skills with the Google suite of products, Excel, Word, and Raiser's Edge/Blackbaud or comparable fundraising software.
- Creative seeker of solutions and able to use technology or learn the products.

- Familiarity with the independent school environment is preferred.

Qualified candidates should have demonstrated success in project management, fundraising, event planning, and volunteer management. The ability to multitask, strong attention to detail, and analytical, communication and organizational skills are necessary for success in this position.

Interested candidates may complete and submit the Houston Christian Professional Application with the Staff philosophy questions, a cover letter, and resume to hr@houstonchristian.org. Instructions and the application are accessible from the [Employment](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.